

**CITY OF SANTA CLARA
CIVIL SERVICE COMMISSION
SUMMARY OF MINUTES**

July 9, 2007 – 7:00 PM
City Council Chambers, City Hall
1500 Warburton Avenue
Santa Clara, California

Present: Commissioners Mohammed Nadeem, Steve Chan, Robert Owens, Randy Preston, and Beverly Silva; Renée Ruñgis, Director of Human Resources, Vanessa Guerra, Administrative Analyst, and Sheila Ivers, Recording Secretary.

Recommendations for Council Action:

- A) APPROVE the modification of the job specification for Office Specialist III and Office Specialist IV**

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Chairperson Owens called the meeting to order at 7:01 p.m., and led the meeting in the Pledge of Allegiance.

- B. MINUTES of May 14, 2007, Civil Service Commission meeting
MOTION by Commissioner Preston, seconded by Chairperson Silva, **to APPROVE the minutes of the May 14, 2007 meeting.**
MOTION carried 4-0, with one abstention by Commissioner Nadeem, who had to leave the May 14th meeting early.**

- C. CHANGE OF STATUS REPORT for May and June, 2007**

- D. CURRENT RECRUITMENT ACTIVITY REPORT for
May and June, 2007**

- E. EXAMINATION REPORTS for May and June, 2007
MOTION by Commissioner Preston, seconded by Commissioner Chan, **to NOTE AND FILE Items I-C, I-D, and I-E.**
MOTION carried 5-0.**

II. UNFINISHED BUSINESS -- None

III. NEW BUSINESS

- A. CONSIDER REQUEST to Abolish Eligible List for Communications
Dispatcher I**

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MOTION by Commissioner Preston, seconded by Commissioner Nadeem, **to APPROVE the abolishment of the eligible list for Communications Dispatcher I.**
MOTION carried 5-0.

- B. **CONSIDER REQUEST** to Abolish Eligible List for Maintenance Worker I
MOTION by Commissioner Preston, seconded by Commissioner Chan, **to APPROVE the abolishment of the eligible list for Maintenance Worker I.**
MOTION carried 5-0.

- C. **CONSIDER REQUEST** to Modify Examination Weighting for Electrician, Electric Meter Technician, Electric Utility Generation Technician and Journey Lineworker
MOTION by Commissioner Preston, seconded by Commissioner Silva, **to APPROVE the modification of the examination weighting for Electrician, Electric Meter Technician, Electric Utility Generation Technician and Journey Lineworker from 100% written examination to 50% written and 50% oral examination.**
MOTION carried 5-0.

- D. **CONSIDER REQUEST** to Modify Job Specification for Line Truck Driver
MOTION by Commissioner Silva, seconded by Commissioner Preston, **to APPROVE the modification of the recruitment type for Line Truck Driver from open/promotional to closed/promotional.**
MOTION carried 5-0.

- E. **CONSIDER REQUEST** to Modify Examination Weighting for Civil Engineer I and Civil Engineer II and Modify Recruitment Type for Civil Engineer II
MOTION by Commissioner Nadeem, seconded by Commissioner Preston, **to approve the modification of the examination weighting for Civil Engineer I and Civil Engineer II from 100% written examination to 50% written and 50% oral examination, and the modification of the recruitment type for Civil Engineer II from open/promotional to closed/promotional.**
MOTION carried 5-0.

- F. **CONSIDER REQUEST** to Approve Modification of the Job Specification for Office Specialist III and Office Specialist IV, and Examination Weighting for Office Specialist III
MOTION by Commissioner Preston, seconded by Commissioner Silva, **to APPROVE the job specifications for Office Specialist III and Office Specialist IV, and the modification of the examination weighting for Office Specialist III from qualifying performance (typing) examination**

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and 100% written examination to qualifying performance (typing) examination and 50% written 50% oral examination.
MOTION carried 5-0.

IV. INFORMATIONAL ITEMS

- A. LETTER FROM JACK MILLER AND RESPONSE regarding the 5/14/07 Civil Service Commission Action to Abolish the Equipment Operator List Mr. Jack Miller, City of Santa Clara Street Maintenance Worker III, was invited by Chairperson Owens to speak briefly. He explained his position on the Equipment Operator List abolishment and the reason he felt strongly enough to address the Commission. Chairperson Owens thanked him for his comments.

V. ORAL COMMUNICATIONS

Ms. Guerra thanked Chairperson Robert Owens and Commissioner Randy Preston for their willingness to assist the Civil Service Commission by attending this July 9th meeting and allowing for a fully staffed Commission. She stated that the Human Resources staff and the City of Santa Clara are very appreciative of their efforts.

Ms. Ruņģis informed the Commission that a request by a City of Santa Clara employee for a Board of Review to appeal a discipline has been withdrawn.

VI. ADJOURNMENT

Chairperson Owens adjourned the meeting at 7:41 p.m. He also noted that the next regular Civil Service meeting will be held on Monday, September 17, 2007, a week later than usual, due to the Admission Day holiday on Monday, September 10, 2007.